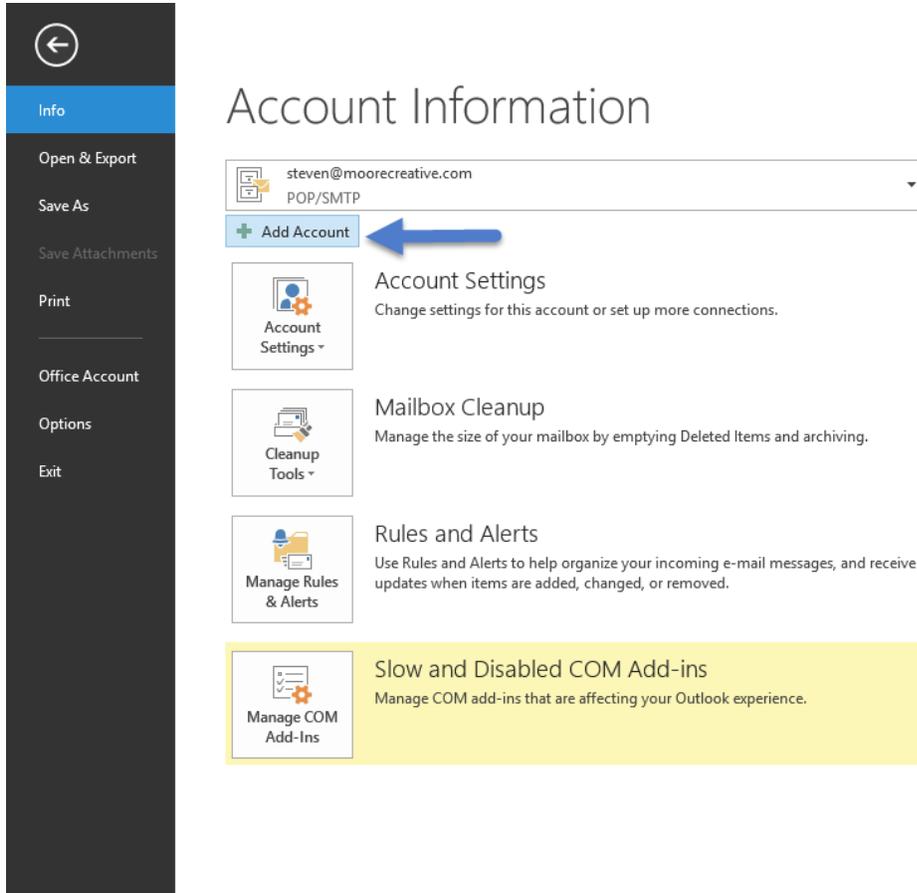


# Secure Email Setup for Outlook

1. Start by choosing the Add Account button underneath the Info tab

Inbox - steven@moorecreativ



The screenshot shows the Outlook interface. On the left is a dark sidebar with a back arrow at the top and several menu items: Info (highlighted in blue), Open & Export, Save As, Save Attachments, Print, Office Account, Options, and Exit. The main area is titled 'Account Information' and shows a dropdown menu with 'steven@moorecreative.com' and 'POP/SMTP'. Below this is a '+ Add Account' button with a blue arrow pointing to it. Further down are four sections: 'Account Settings' (Change settings for this account or set up more connections.), 'Mailbox Cleanup' (Manage the size of your mailbox by emptying Deleted Items and archiving.), 'Rules and Alerts' (Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.), and 'Manage COM Add-Ins' (Manage COM add-ins that are affecting your Outlook experience.) which is highlighted in yellow.

Add Account X

**Auto Account Setup**  
Manual setup of an account or connect to other server types. 

**E-mail Account**

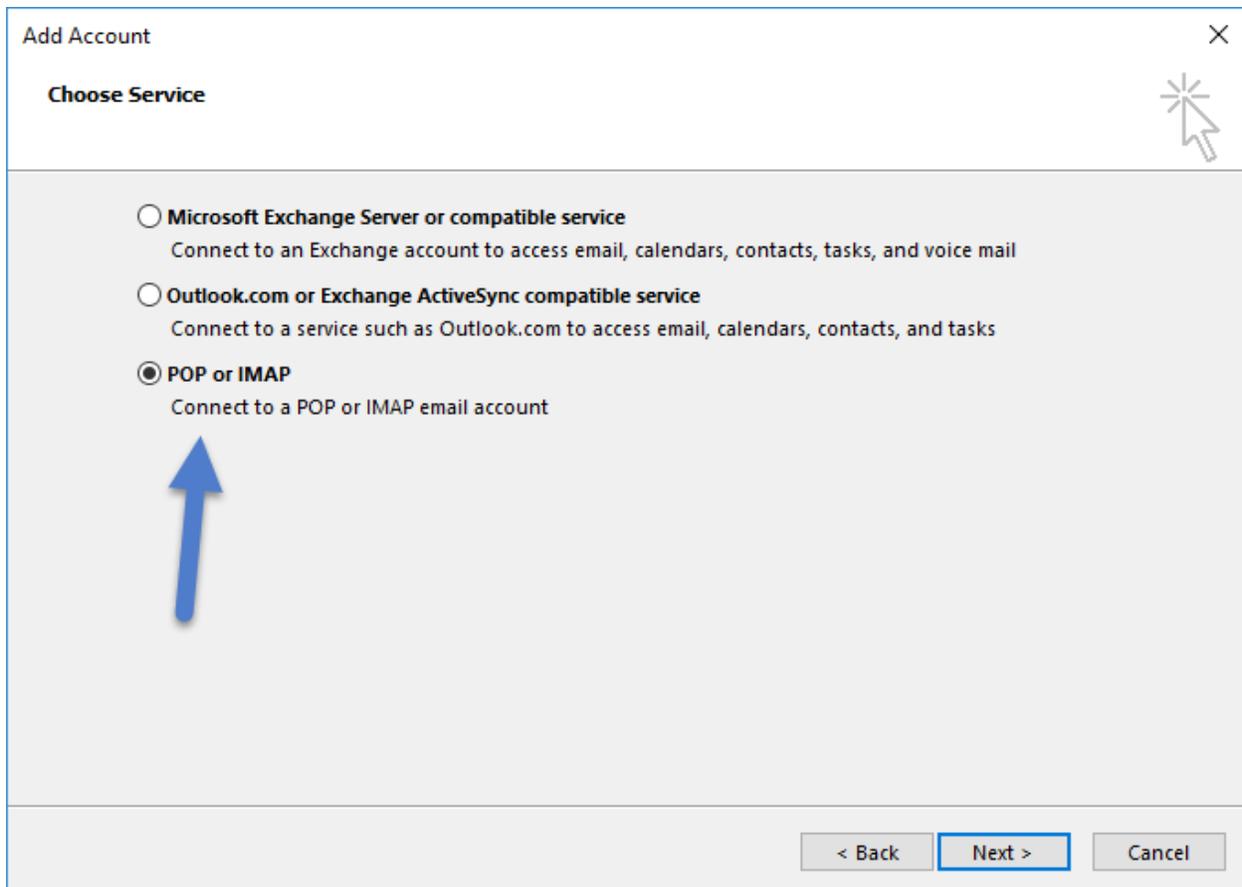
Your Name:    
Example: Ellen Adams

E-mail Address:    
Example: ellen@contoso.com

Password:    
Retype Password:    
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

2. You will be presented with this screen, simply click to manually setup or additional server types button. The fields you have entered above will not be necessary at this time, but will display information later, if you need to edit them.



3. Next you will choose the POP or IMAP option for your email

Change Account ✕

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

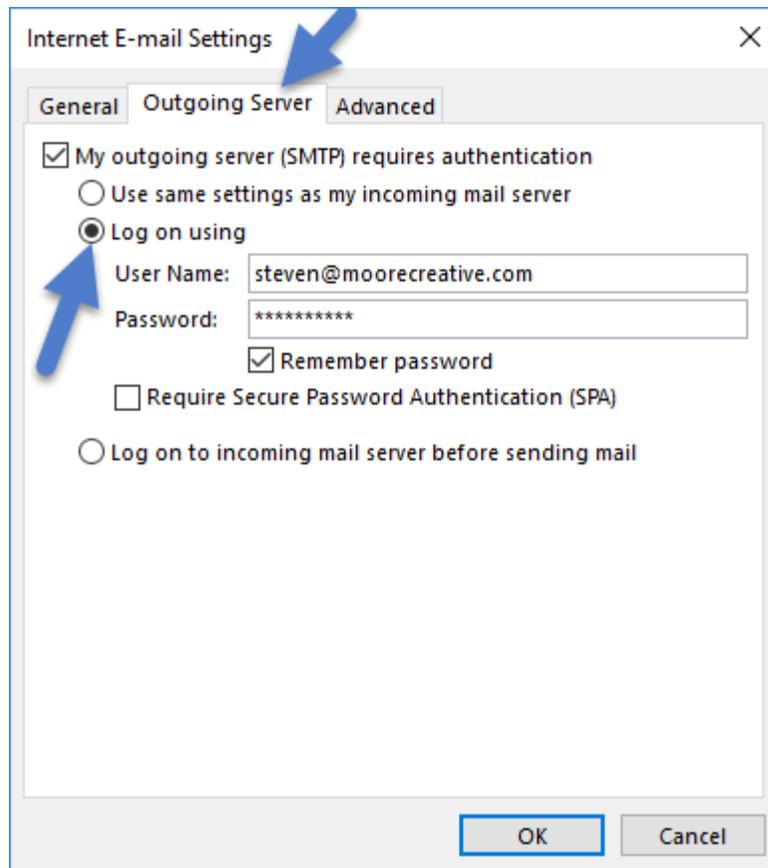
**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

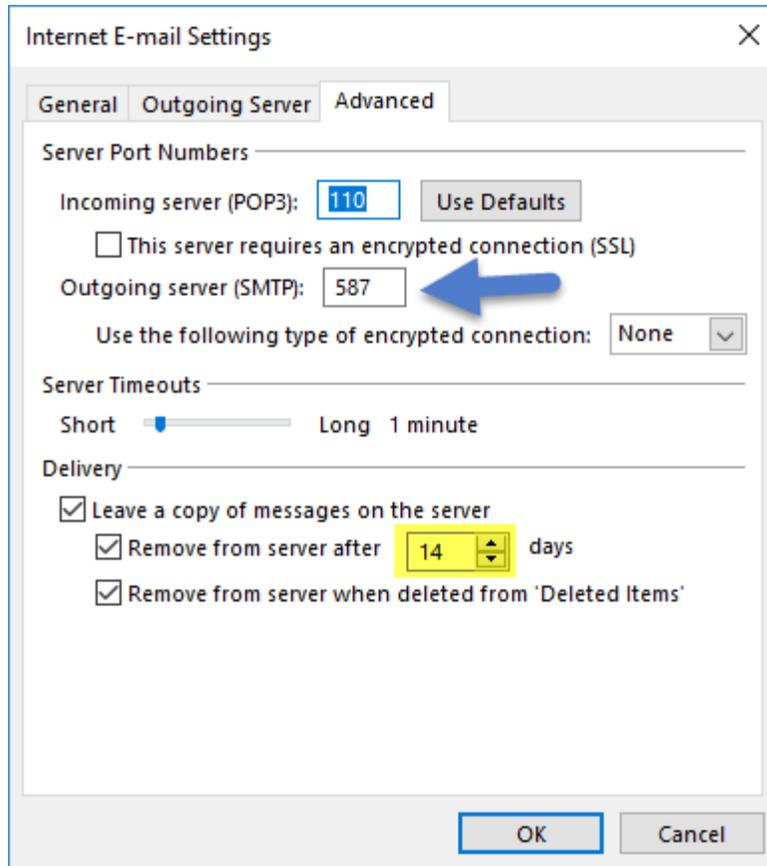
Automatically test account settings when Next is clicked

A screenshot of a 'Change Account' dialog box. The dialog is titled 'Change Account' and has a close button (✕) in the top right corner. Below the title is a section for 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' The main area is divided into several sections: 'User Information' with fields for 'Your Name' (Steven Ciociola) and 'Email Address' (steven@moorecreative.com); 'Server Information' with a dropdown for 'Account Type' (POP3), and text boxes for 'Incoming mail server' and 'Outgoing mail server (SMTP)' (both mail.securence.com); 'Logon Information' with fields for 'User Name' (steven@moorecreative.com) and 'Password' (masked with asterisks), and checkboxes for 'Remember password' (checked) and 'Require logon using Secure Password Authentication (SPA)'. To the right is a 'Test Account Settings' section with a recommendation to test the account, a 'Test Account Settings ...' button, and a checked checkbox for 'Automatically test account settings when Next is clicked'. At the bottom right is a 'More Settings ...' button. At the very bottom are three buttons: '< Back', 'Next >', and 'Cancel'. Several blue arrows are overlaid on the image, pointing to the 'Account Type' dropdown, the 'Incoming mail server' field, the 'Outgoing mail server' field, the 'User Name' field, the 'Password' field, and the 'More Settings ...' button.

4. After selecting POP or IMAP and clicking next, you will be brought here, to put in the following information:  
Name, Email address (put in the full email), incoming and outgoing mail server, user name (full email) and password. Be sure to also click to remember password. When you have completed these fields, click on more settings to continue.



5. Underneath the more settings option, you will see 3 tabs.
6. Click on outgoing server, check the My outgoing server (SMTP) requires authentication checkbox. Use the “log on using” button and fill out the entire username and password once more.
7. Next, click over to the Advanced tab up top.



8. Underneath the Advanced tab, you will want to fill out the outgoing server field (SMTP) as 587. Also verify that your incoming server is 110.

**IMPORTANT:** You must set the delivery settings to "Remove from server after 14 days" or you may lower this number to 7 or fewer days. A lower setting of 2-3 days is better if you check your email from mobile devices often. A higher setting of 7-14 is helpful if you travel, often using different machines, devices and webmail to check your mail while away from your main machine.

9. Click on OK and you will be brought back to the previous screen.

Change Account ✕

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**

Your Name:

Email Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

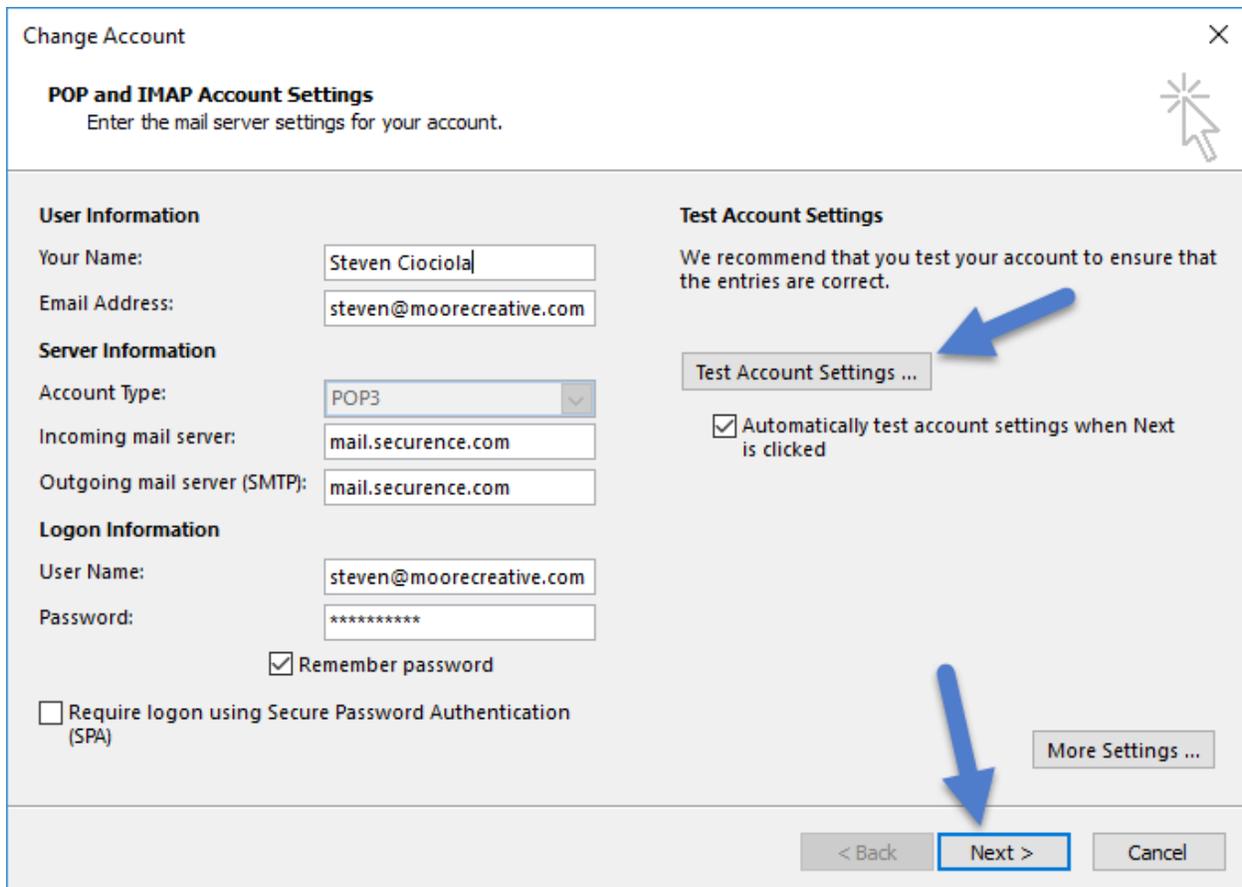
Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked



10. Once you are back here, click to Test Account Settings to make sure everything was setup correctly. If that is correct, click Next and you will finish your email setup.